



Goddard Policy Directive (GPD)

DIRECTIVE NO. GPD 8500.1C

EFFECTIVE DATE: June 28, 2012

EXPIRATION DATE: June 28, 2017

Responsible Office: 250/Medical and Environmental Management Division (MEMD)

Title: Environmental Policy and Program Management

1. POLICY

The Goddard Space Flight Center (GSFC) missions expand knowledge of the Earth and its environment, the solar system, and the universe. To maintain our nation's leadership in this endeavor, GSFC commits to conducting missions in a manner that promotes environmental stewardship. As an integral part of all mission planning and implementation, GSFC's environmental policy is to:

- a. Consider the neighboring natural environment while executing GSFC's mission;
- b. Comply with applicable Federal, state, and local legislation and regulations, Executive Orders (EO), NASA policies, and other requirements;
- c. Prevent pollution and conserve natural resources;
- d. Implement pragmatic and cost effective solutions to environmental problems;
- e. Communicate with the GSFC community, our partners, and the public; and
- f. Continue to improve our environmental performance through our Environmental Management System (EMS) including:
 - (1) Promote awareness through education and training;
 - (2) Integrate environmentally sustainable best management practices into our daily work activities;
 - (3) Explore advances in environmental technology; and
 - (4) Provide a framework for setting objectives and targets.

These commitments enable each of us to do our part for environmental stewardship in our community.

2. APPLICABILITY

This directive applies to all GSFC personnel, facilities, and activities, at all permanent and temporary sites. It also applies to all GSFC tenant organizations, contractors, grantees, clubs and other persons operating under the auspices of GSFC, or on GSFC property as required by legal and other requirements, and as directed by contractual, grant, and agreement documents. GSFC component facilities may develop an EMS unique to their facilities, if development and implementation of an EMS for the facility are required.

3. AUTHORITY

- a. National Aeronautics and Space Act, 51 U.S.C. § 20101-64, et seq
- b. NPD 8500.1, NASA Environmental Management

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4. APPLICABLE DOCUMENTS

- a. NPR 8553.1, NASA Environmental Management System (EMS)
- b. NPR 8580.1, Implementing the National Environmental Policy Act and EO 12114
- c. NPR 8715.1, NASA Occupational Safety and Health Programs

5. RESPONSIBILITIES

- a. All persons, organizations, or companies shall take immediate action to correct or report a known or suspected violation of environmental regulations, rules, or permits.
- b. Center Director will:
 - 1) Promote the Center environmental policy;
 - 2) Maintain an EMS to ensure conformance with the Center environmental policy. At GSFC's component facilities requiring an EMS, this responsibility will be delegated to the authority identified in Section 6, Delegation of Authority;
 - 3) Review the EMS annually for status and viability; and
 - 4) Designate a Center Sustainability Officer.
- c. Directors of shall:
 - 1) Ensure that directorate operations are performed in accordance with the Center environmental policy;
 - 2) Ensure control of environmental program documents and records associated with directorate operations; and
 - 3) Provide resources to accomplish the preceding responsibilities.
- d. Supervisors/Managers shall:
 - 1) Ensure that operations are performed in accordance with the Center environmental policy;
 - 2) Ensure that appropriate procedures and process controls are developed, implemented, and maintained as necessary to accomplish the Center environmental policy;
 - 3) Ensure that employees are adequately identified and trained to accomplish their responsibilities as related to environmental requirements;
 - 4) Resolve all reports of environmental concerns and forward reports that are beyond the scope and responsibility of the manager to the MEMD;
 - 5) Ensure control of environmental program documents and records associated with their organization's operations;
 - 6) Ensure that accurate and timely data are provided to the MEMD for the development and maintenance of the EMS Metrics; and
 - 7) Provide resources to accomplish the preceding responsibilities.

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e. Employees and contractor employees shall:

- 1) Review and conduct their duties in accordance with the Center environmental policy;
- 2) Follow all applicable environmental laws, regulations, permits, policies, plans, and procedures;
- 3) Communicate suggestions to the MEMD for improvements in the environmental programs;
- 4) Complete required environmental training; and
- 5) Report all known or suspected environmental concerns (problems, regulatory violations, etc.) to their managers and MEMD.

f. Medical and Environmental Management Division shall:

- 1) Provide direction and professional services to the Center to implement the Center environmental policy;
- 2) Interface between the Center and environmental regulators;
- 3) Strategically lead, manage, and coordinate the implementation of the Center EMS;
- 4) Coordinate reports to NASA Headquarters Environmental Management Division on EMS progress and metrics;
- 5) Coordinate development and maintenance of appropriate permits, plans, and other program documents;
- 6) In performing environmental duties, have access to all environmental documents and records, personnel, and operational areas to conduct interviews, surveys, and investigations;
- 7) Have the authority to cease any process or operation that in its judgment presents a clear and imminent concern to human health or the environment. The responsible supervisory personnel shall be notified immediately; and
- 8) The Chief and Associate Chief of MEMD shall be the environmental managers for Greenbelt and WFF, respectively.

g. Facilities Management Division shall:

- 1) Accomplish permitting and ensure implementation of environmental requirements for all construction projects (e.g., National Environmental Policy Act, storm water management, erosion and sediment control, wetlands, forest conservation, etc.);
- 2) Provide copies of all communication with environmental regulators to the MEMD;
- 3) Provide accurate and timely data to the MEMD for the development and maintenance of the EMS Metrics managed by the FMD; and
- 4) Manage the cultural resources, solid waste, office recycling, energy management, and water conservation programs for the Center.

h. Center Environmental Management System Representative for GSFC-Greenbelt shall:

- 1) Be the Director of the Management Operations Directorate;

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- 2) Validate the development, implementation, and maintenance of Center EMS requirements in accordance with NPR 8553.1.
- i. Center Environmental Management System Representative for GSFC-Wallops Flight Facility shall:
 1. Be the Assistant Director of the Management Operations Directorate;
 2. Act as liaison between the Environmental Office and WFF senior management regarding the EMS;
 3. Facilitate interaction among personnel/tenants regarding the implementation of the EMS;
 4. Share information, expertise, and resources to promote the integration of environmental management activities; and
 5. Validate the development, implementation, and maintenance of Center EMS requirements in accordance with NPR 8553.1.
 - j. Environmental Management System Champion for GSFC-Wallops Flight Facility shall:
 1. Be the Deputy Director of the Suborbital and Special Orbital Projects Directorate;
 2. Provide commitment and leadership with respect to the EMS;
 3. Facilitate top management visibility, involvement, and support for the EMS; and
 4. Report to WFF senior management on the progress of the EMS.

6. DELEGATION OF AUTHORITY

Center Director responsibilities for the WFF EMS are delegated to the Director of WFF.

7. MEASUREMENT/VERIFICATION

MEMD shall monitor, assess, and report on the metrics specified in applicable environmental statutes, regulations, and EOs, on at least a 3-year cycle. MEMD shall also continually assess available metrics for trends and process improvement.

MEMD shall assemble and report metrics for high-priority aspects, objectives, and targets to the Center Director or designee for the review of the Greenbelt facility EMS on at least an annual basis. WFF shall report EMS metrics to the authority identified in Section 6, Delegation of Authority on at least an annual basis.

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8. CANCELLATION

GPD 8870.1, Environmental Program Management

Original Signed By
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Director

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	06/29/04	Initial Release. Restated the environmental policy in terms that align with NASA Mission 2003. Deleted definitions as no longer applicable. This document cancels and replaces GPD 8870.1.
A	09/26/07	<p>Provided for the inclusion of EMS requirements and assignment of related responsibilities in accordance with NPD 8500.1 and NPR 8553.1.</p> <ul style="list-style-type: none">• Revised the policy statement and added 1.f.(4)• Added second paragraph to Section 2• Added 5.b.(2) and (3)• Revised Section 4, References• Added 4.c.• Clarified 5.f.(6)• Added 5.f.(7)• Added sections h, i , and j• Added Delegation of Authority in section 6• Revised Section 7—changed review period to “at least” a 3-year cycle, added second paragraph• Updated signature block
B	03/10/10	Administratively revised to show Safety and Environmental Division (S&E) change to Medical and Environmental Division (MEMD) due to Code 250 reorganization.
C	06/28/12	<ul style="list-style-type: none">• Revised policy statement in 1.e and 1.f.(2)• Revised Section 2 to change “as required by law” to “as required by legal and regulatory requirements.”• Added 5.b.(4)• Revised 5.d.(3), (.4), and 5.e.(5)• Added 5.d.(6)• Revised 5.f.(3), (7), (8)• Deleted 5.f.(8)• Clarified 5.g.(1), added (2), added (3), deleted “historical” from (4)• Deleted 5.i• Added 5.i and 5.j requirements for WFF• Section 7, added “or designee” Changed “component facility” to “WFF.”

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